

**CIVIL CASE INFORMATION SHEET**

M.R. Civ. P. 5(h)

**DRAFT 10/28/19**(items in **Red**: Track A Cases with Single J. Assignment)

This information sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by the Maine Rules of Court or by law. This form is required for the use of the Clerk of Court for the purpose of initiating or updating the civil docket. (SEE ATTACHED INSTRUCTIONS)

**I. SUPERIOR COURT COUNTY** \_\_\_\_\_ **or****DISTRICT COURT LOCATION (City or Town)** \_\_\_\_\_**II. NATURE OF FILING**    ☐ Initial Complaint    ☐ Third-Party Complaint    ☐ Cross-Claim or Counterclaim**If Reinstated or Reopened case, give original Docket Number**\_\_\_\_\_  
(If filing a Post-Judgment Motion, give docket number of first disclosure or judgment involved.)**III. ☐ REAL ESTATE OR TITLE TO REAL ESTATE IS INVOLVED****IV. MOST DEFINITIVE NATURE OF ACTION.** (Place an X in the **one** box that most closely describes your case.)**Track A— M.R. Civ. P. 16(a)(1), (b)(1)****Superior Court**

- ☐ 17A Settlement of Claim of a Minor
- ☐ **76D Appeal to Superior Court**
- ☐ **80B Review of Final Government Action**
- ☐ **80C Review of Final Agency Action**
- ☐ **80D Forcible Entry and Detainer Appeal of Law**
- ☐ **80M Medical Malpractice Screening Panel**
- ☐ Arbitration Action
- ☐ Asset Forfeiture
- ☐ Deposition for Use in Foreign Jurisdiction
- ☐ Discovery (Pre-Action)
- ☐ Foreign Judgment Registration or Enforcement
- ☐ Freedom of Access Act (FOAA) Appeal
- ☐ Transfer of Structured Settlement Payment
- ☐ Writ of Habeas Corpus
- ☐ Other (describe): \_\_\_\_\_

**District Court**

- ☐ 17A Settlement of Claim of a Minor
- ☐ **80C Review (Occupational License Revocations)**
- ☐ 80E Administrative Inspection Warrants
- ☐ 80G Actions for License Revocation or Suspension
- ☐ 80I Search Warrant for Schedule Z Drugs
- ☐ 80J Warrant for Survey or Test
- ☐ 80K Land Use Violation
- ☐ Child Protection – Non-DHHS
- ☐ Deposition for Use in Foreign Jurisdiction—Application
- ☐ Discovery (Pre-Action)
- ☐ Foreign Judgment Registration or Enforcement
- ☐ HIV Test
- ☐ Property Libel/Forfeiture
- ☐ Other (describe): \_\_\_\_\_

**Track B or C— M.R. Civ. P. 16(a)(2), (3), (b)(2)****Tort Claim**

- ☐ Premises Liability
- ☐ Product Liability
- ☐ Automobile Tort
- ☐ Libel/Slander/Defamation
- ☐ Intentional Tort
- ☐ Professional Malpractice Claims (Medical, Legal, Other)
- ☐ Tort – Other

**Other Action**

- ☐ 80D Forcible Entry and Detainer Appeal for Jury Trial (Superior Court)
- ☐ 80L Small Claim Appeal for Jury Trial
- ☐ Arbitration Action
- ☐ Business Organization Dispute
- ☐ Civil Rights, Constitutional Claim
- ☐ Construction Case

- ☐ Contract Claim
- ☐ Debt Buyer Collection Action
- ☐ Other Collection Action
- ☐ Eminent Domain/Condemnation Action
- ☐ Employment Dispute
- ☐ Fraud and/or Unfair Trade Practices Claim
- ☐ Insurance Policy Claim or Dispute
- ☐ Landlord Tenant –Non-Eviction (e.g., warranty of habitability)
- ☐ Mortgage Foreclosure
- ☐ Real Property Actions and Disputes, Including Roads
- ☐ Restraining Order
- ☐ Shareholder Derivative Action
- ☐ Other (describe): \_\_\_\_\_

**V. M. R. Civ. P. 16B ALTERNATIVE DISPUTE RESOLUTION (ADR):**

I certify that pursuant to M.R. Civ. P. 16B(b), this case is exempt from a required ADR process because:

- ☐ The plaintiff or defendant is incarcerated in a local, state or federal facility.
- ☐ The parties have participated in a statutory pre-litigation screening process with \_\_\_\_\_
- ☐ The parties have participated in a formal ADR process with \_\_\_\_\_ (name of neutral) on \_\_\_\_\_ (date).
- ☐ The plaintiff's likely damages will not exceed \$30,000, and the plaintiff requests an exemption.
- ☐ The process for the action is defined by rule or statute and does not include ADR. *See* M.R. Civ. P. 16(a)(1).
- ☐ There is other good cause for an exemption, and the plaintiff has filed a motion for an exemption.

**VI. (a) ☐ PLAINTIFFS (Name & Address including county)**

**or ☐ Third-Party Plaintiffs, ☐ Counterclaim Plaintiffs, or ☐ Cross-Claim Plaintiffs**

- ☐ The plaintiff is a prisoner in a local, state or federal facility.

**(b) Attorneys (Name, Bar number, Firm name, Address, Telephone Number, Email Address)**

**If all counsel listed do NOT represent all plaintiffs, specify who each listed attorney represents.**

**VII. (a) ☐ DEFENDANTS (Name & Address including county)**

**or ☐ Third-Party Defendants, ☐ Counterclaim Defendants, or ☐ Cross-Claim Defendants**

- ☐ The defendant is a prisoner in a local, state or federal facility.

**(b) Attorneys (Name, Bar number, Firm name, Address, Telephone Number, Email Address)**

**If all counsel listed do NOT represent all defendants, specify who each listed attorney represents.**

**VIII. (a) ☐ PARTIES IN INTEREST (Name & Address including county)**

**(b) Attorneys (Name, Bar number, Firm name, Address, Telephone Number, Email Address)**

**If all counsel listed do NOT represent all parties in interest, specify who each listed attorney represents.**

**IX. RELATED CASE(S) IF ANY** \_\_\_\_\_

Assigned Judge/Justice \_\_\_\_\_

Docket Number \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Plaintiff or Lead Attorney of Record

\_\_\_\_\_  
Signature of Plaintiff or Attorney

## INSTRUCTIONS FOR COMPLETING CIVIL CASE INFORMATION SHEET

**I. County of Filing / District Court Location.** For Superior Court cases enter the county name where this complaint is being filed. For District Court cases enter the location (city or town) of the District Court where this complaint is being filed.

**II. Nature of Filing.** Place an "X" in the appropriate box.

Mark "Initial Complaint" if the complaint is being filed as an original proceeding. A filing fee is required.

Mark "Third-Party Complaint" if the original defendant is filing an action against a third party, not part of the original proceeding. A filing fee is required.

Mark "Cross-Claim or Counterclaim" if an original defendant is filing a cross-claim against another original defendant or if an original defendant is filing a counterclaim against a party not part of the original proceeding.

If a matter is reinstated or reopened, provide the docket number of the original proceeding. This should be filled in for Post-Judgment Motions.

**III. Title to Real Estate.** Place an "X" in the box if this case involves real estate or title to real estate.

**IV. Most Definitive Nature of Action.** Place an "X" in the appropriate box. If the case fits more than one nature of action, select the category that best describes the primary cause of action.

**V.** Place an "X" in the appropriate box if the case is exempt from alternative dispute resolution as required by M.R. Civ. P. 16B.

**VI. (a) Plaintiffs, Third-Party or Counterclaim or Cross-Claim Plaintiffs.** Enter names (first, middle initial, last) of all plaintiffs and their address including county of residency. If the plaintiff is a government agency, use only the full name or standard abbreviations. If the plaintiff is an official within a government agency, identify first the agency and then the official, giving both name and title. If there are several plaintiffs, list as many plaintiffs as possible and list the additional plaintiffs on an attachment and note "(see attachment)."

**(b) Plaintiff's Attorney.** Enter firm name, attorney of record, attorney of record bar number, address and telephone number. If there are several attorneys, list as many as possible and list the additional attorneys on an attachment, noting in this section "(see attachment)." If more than one attorney is listed for a party, a lead attorney must be designated. If all counsel listed do NOT represent all plaintiffs, specify who each listed attorney represents.

**VII. (a) Defendants** Enter names (first, middle initial, last) of all defendants and their address including county of residency. If the defendant is a government agency, use only the full name or standard abbreviations. If the defendant is an official within a government agency, identify first the agency and then the official, giving both name and title. If there are several defendants, list as many defendants as possible and list the additional defendants on an attachment and note "(see attachment)".

**(b) Defendant's Attorney.** Enter firm name, attorney of record, attorney of record bar number, address and telephone number. If there are several attorneys, list as many as possible and list the additional attorneys on an attachment, noting in this section "(see attachment)." If more than one attorney is listed for a party, a lead attorney must be designated. If all counsel listed do NOT represent all defendants, specify who each listed attorney represents.

**VIII. (a) Parties in Interest.** Enter names (first, middle initial, last) of all parties in interest and their address including county of residency. If the party in interest is a government agency, use only the full name or standard abbreviations. If the party in interest is an official within a government agency, identify first the agency and then the official, giving both name and title. If there are several parties in interest, list as many parties in interest as possible and list the additional parties in interest on an attachment and note "(see attachment)."

**(b) Party in Interest's Attorney.** Enter firm name, attorney of record, attorney of record bar number, address and telephone number. If there are several attorneys, list as many as possible and list the additional attorneys on an attachment, noting in this section "(see attachment)." If more than one attorney is listed for a party, a lead attorney must be designated. If all counsel listed do NOT represent all parties in interest, specify who each listed attorney represents.

**IX. Related Cases.** This section is used to reference relating pending cases if any. If there are related pending cases, insert the docket numbers and the corresponding judge's or justice's name, when appropriate, for such cases.

**Date, Attorney or Self-represented Litigant, Party Name and Signature.** 1. Date the civil case information sheet. 2. Sign the civil case information sheet. Type or print the name of the Plaintiff or lead attorney of record. The attorney signing the filing document should sign the civil case information sheet. The information on the civil case information sheet is subject to the requirements of M. R. Civ. P. 11. The Maine Rules of Civil Procedure, and all other Court Rules, are found at: [www.courts.maine.gov](http://www.courts.maine.gov).